

Day Camp Director

Job Description

The person in this position is involved with the planning and implementation of total day camp programs in scheduling activities in a variety of areas including, but not limited to: games, sports, arts and crafts, music, activities, field trips and special events and the direct supervision of all daily camp activities. Also the director is in charge of direct supervision of all recreation camp staff and contact with the general public regarding activities associated with day camp and the establishment of staff training sessions through workshops and seminars for developing and preparing camp counselors in day camp programming and camp protocol.

Responsibility and Supervisory Relationships

The Camp Director is directly responsible to the Recreation Director. This person supervises the Day Camp counselors, junior counselors and the day-to-day operation of the camp.

Qualifications

This individual must have the knowledge, skills and experience in planning and implementing a day camp program of creative activities that provide for an atmosphere of fun and learning. This individual should have an understanding of the growth and developmental stages of children. It is necessary that the person in this position have the ability to effectively supervise camp personnel and the necessary skills to deal in a positive manner with the discipline of campers, staff and the public. *The minimal requirement for this position is a college student or graduate, 20 years old or older, with day camping experience, and demonstrated knowledge in day camp programming and leadership skills by being a previous director of a program or a counselor..*

Duties of the Camp Director

- Interview and select the camp staff for the summer in conjunction with the Director of Recreation.
- Establish an orientation session to train counselors and plan the camp program for the year.
- Responsible for an emergency action plan for camp and all field trips
- Responsible for collecting money and be accountable for all funds for trips and supplies
- Organize daily schedule, implement and carry out in a manner that will allow all children opportunities to participate
- Responsible for coordination and supervision of all camp staff members
- Publish a weekly newsletter for parents
- Responsible for supervision of all campers during regular camp hours
- Develop camp rules and enforce them to maintain a well run camp program.
- Delegate responsibilities when necessary and appropriate
- Keep an inventory of the items and equipment the camp has and that the camp used. Make a recommendation for replacement of equipment if you see fit.
- Be prepared to make adjustments with staff and the daily schedule if the situation calls for it
- Provide discipline a policy for staff and administer if needed
- Cooperate with parents of children in the program
- Greet campers and parents each morning in a friendly manner.
- Greet and assist special performers/other guests who may arrive at the program
- Organize and/or assist staff with special events and camp carnival
- Maintain daily attendance – compile weekly attendance figures
- Maintain daily journal of activities at camp (ie. Discipline issues, recommendations, etc.)

- Assist staff member with obtaining necessary equipment and supplies
- Make sure that the staff is accountable for their assigned campers at all times during the day
- Offer and implement new activities
- Maintain proper care of facilities – securing building and equipment
- Organize any field trips – supervise and/or delegate staff members to supervise
- Responsible for all equipment used during the program and proper storage at the end of the day
- Repairing/removing any equipment which may cause injury
- Oversee the use of a medical log and administer medication when necessary
- Provide staff support and positive reinforcement as needed
- Administrate weekly staff meetings (or when appropriate)
- Complete an evaluation of the program at the conclusion of camp
- Complete staff evaluations and review this with each staff member (3rd week and final)
- Maintain daily contact with the Recreation Director
- Display and maintain professionalism and a positive attitude toward the children, staff and general public
- Assist with the Junior Counselor program
- Must have current CPR/First Aid Basic Certification

